

Official Title: Faculty Associate – Instruction
Pay Schedule: AD-3

Non-Tenure Track

A. Summary: a faculty associate-instruction (FA-I) performs a portion of the non-research faculty duties of another faculty member. These duties can be instructional, curricular design, or student advisement.

B. Duties: Under the supervision of a senior faculty member, a faculty associate has one or more of the following functions as their primary duty:

- 1) Teaching, lecturing, or instruction
 - a) Prepares and or presents materials used in credit courses, non-credit courses, or short courses, whether in residence, afloat, off-campus, or on-line
 - b) Designs, prepares, administers and grades student exams and work assignments
 - c) Provides academic advice and assistance as students complete theses
 - d) Provides additional instruction for individual students as necessary
- 2) Designing or developing curricula
 - a) Conducts research in selected areas and incorporates knowledge into curricula or program design
 - b) Designs and develops portions of curricula
 - c) Develops learning objectives and outcomes at the lesson, course, or program level
 - d) Develops materials that support courses, seminars, directed studies, and capstone activities
 - e) Organizes and manages curricular reviews and program evaluations for internal and external agencies
 - f) Designs and conducts course, curricular and program assessments and evaluations
- 3) Providing academic advice or consultation
 - a) Provides academic advice to students on coursework, thesis work, or curricular option selection and
- 4) Performing other duties commonly understood to be faculty duties, as required.

C. Scope of duties: faculty associates work with senior faculty members who supervise and guide the overall faculty effort. Faculty associates may engage with students who are located at duty stations across the world as well as at Monterey.

D. Qualifications:

- An earned graduate degree in a discipline that supports the departmental needs;
- Demonstrated knowledge of instructional design and delivery and assessment techniques; and
- Demonstrated ability to work with students.